



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

FIN INV & FORECASTING PROG ANALYST II

Job Number: 20001769

Job Code: 94490V130416

Job Group: 9400 - BUDGET AND FINANCIAL MANAGEMENT

Job Established: 10/16/2007

Job Revised: 04/16/2013

Grade: 19 Salary (MIN - MID):

\$29,106-\$38,559 - Hourly

\$4,729.74-\$6,265.84 - 37.5 Hr. Monthly Salary

\$5,045.04-\$6,683.56 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Develops complex models of revenue and economic growth. Prepares and presents forecasts of the Kentucky economy, General Fund and Road Fund revenues. Prepares written in-depth analysis of Kentucky tax and revenue policy; OR Performs high level review of complex financial analyses of proposed bond issues and investment portfolios, including derivative products such as interest rate swaps and options. Performs and evaluates expert and detailed analyses of taxable and tax-exempt financial markets and tax code compliance related to the investment and debt management programs. Schedules, designs, markets and / or accounts for state bond issues and makes determinations of the details of such issues. Implements the state's debt management and investment cash management programs. Provides fiscal impact analysis of proposed and/or enacted legislation. Provides input to the consensus forecasting group; OR Researches and evaluates accounting and auditing standards prior to implementation. Participates in the planning and implementation of major budgetary and financial decisions of the Commonwealth; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in economics, business administration, mathematics, public finance, accounting or a related field.

EXPERIENCE:

Must have eight years of experience with a financial institution, corporation, college, university, state, local or federal government in financial analysis, economic analysis, tax administration, financial planning, cost analysis, credit analysis or loan analysis, accounting, financial reporting or a related field.

Substitute EDUCATION for EXPERIENCE:

Graduate study in economics, business administration, mathematics, public finance, accounting or a related field will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Experience in any of the above areas will substitute for the required education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the closing of bond issues with bond counsel, fiscal agent, trustees and paying agents. Designs and constructs sophisticated computerized forecasting and simulation models like the Macroeconomic Model of Kentucky or the Individual Income Tax Microsimulation Model. Assembles forecasts of specific revenue accounts into presentations of General Fund and Road Fund revenues. Evaluates and analyzes derivative products for inclusion in investment and/or debt transactions and portfolios. Recommends proper accounting procedures relative to derivative products. Provides expertise in the evaluation and analysis of projects proposed by state agencies, authorities and corporations for bonding and tax compliance. Makes recommendations to the Secretary of Finance for the inclusion or exclusion of proposed projects in executive branch budget bills. Designs key elements of bond issues and the appropriate techniques for marketing and scheduling the bond issue. Performs market analyses to determine whether interim or long term financing should be pursued and how the issue should be structured. Manages all other aspects of the state's debt management and cash management programs including monitoring and maintaining economic information and reports. Serves on selection committees for Requests for Proposals. Performs expert level research work as required in the formulation of the office's plans and programs. Executes short and long-range forecasts of the Kentucky economy as well as state revenue. Maintains state database of all relevant economic and revenue data in an organized, current and timely fashion and generates reports from both the models and the databases as requested. Makes policy recommendations to the Executive Director as to the goals and plans of the State Investment Commission, State Property and Buildings Commission and other authorities of the Commonwealth. Plans and directs the compilation of the official financial reports of the Commonwealth including the Comprehensive Annual financial Report (CAFR). Reviews financial reports for compliance with laws and accounting standards. Advises auditors and component units on complex financial and accounting matters.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.